

9 NOV 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (3-9 November 1982)

Records Management Division

GSA proposes to expand and clarify its regulations concerning Federal agencies' responsibilities for forms management in order to comply with the Paperwork Reduction Act of 1980 and to strengthen the role of forms management in Federal agencies. The proposed changes have been sent to all Federal agencies for comment. One important change will require persons who have responsibility for equipment or devices capable of creating or generating non-paper forms or formats to coordinate with the forms program manager prior to creating or generating non-paper forms or formats.

Representatives from the Information Technology Branch (ITB) and Records Systems Branch (RSB) met with two individuals from the Office of General Counsel (OGC) to discuss the ADP-related problems OGC has in controlling documents and keeping track of the assignment of cases. One of the individuals, Walter Stacknick of the Securities and Exchange Commission, is in OGC at the request of the General Counsel to determine what is needed to resolve these problems.

ITB and RSB representatives met with representatives from the Office of Central Reference (OCR), DDI, to discuss OCR's responsibility for the receipt and control of Restricted Data (RD) material. In accordance with (27 July 1981), OCR is the Agency control point for RD material and is required to "log out" such material on a "strict accountability basis." OCR, however, does not receive all RD and therefore cannot fulfill the responsibility without establishing elaborate accounting procedures involving other RD-using components. OCR is examining alternatives in order to prepare a report for the Director of Central Reference. OCR will inform RMD of its findings.

~~SECRET~~

S-E-C-R-E-T

Classification Review Division

The Division reviewed eight OSS documents (11,278 pages), five DOD documents (239 pages), 98 documents (321 pages) of the Foreign Relations of the United States series, two documents (31 pages) from the Johnson Library, five documents (957 pages) for the Publications Review Board, and one miscellaneous document (130 pages). [ ]

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Regulations Control Division

RCD completed 57 major actions on its total active workload of 120 regulatory issuances, made up primarily of headquarters and field regulations, handbooks, and notices. Issuances of general interest processed in RCD this week include a revision of the correspondence handbook [ ] and a bulletin informing employees who park in the Headquarters compound that as of 1 November 1982 GSA has initiated a program of "booting" vehicles of those persons who have failed to resolve multiple citations for traffic violations [ ] [ ]

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Information and Privacy Division

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A separate IPD weekly report is attached. [ ]

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Attachment:  
As stated

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DD/OIS: [ ] (9 Nov 1982)

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